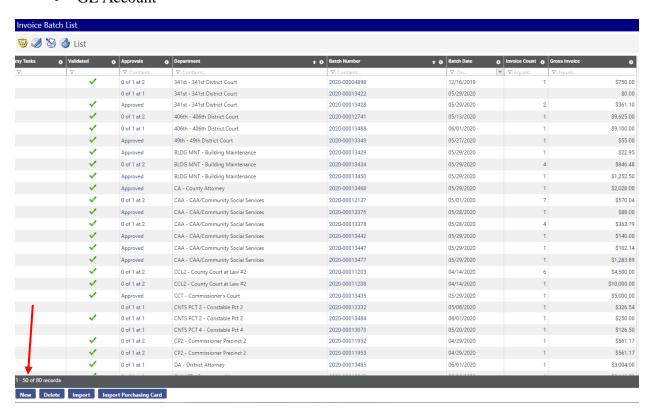


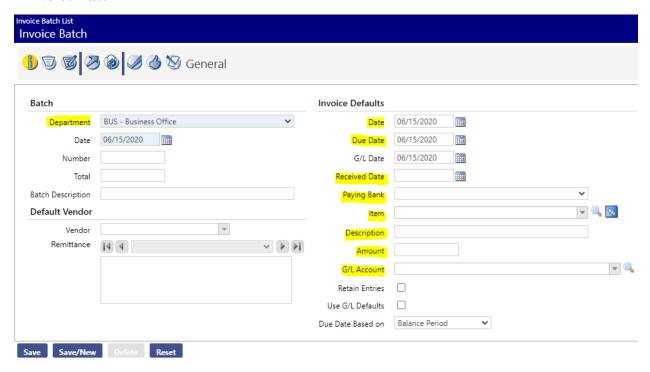
Batch Creation, Invoice Entry & Validation

Batches are groups of transactions that share the same batch number and batch date. Each transaction has its own entry number, vendor number, date, and details.

- Log in into New Worlds System
 - o https://nwprod.webbcountytx.gov/nwerp/
- Financial Management
 - Accounts Payable
 - Invoice Entry Batches
- Click on "New"
- Functional Department
- Batch Description
 - o It's not mandatory to enter a batch description
- Vendor
- Date & Due Date
- Paying Bank
 - o FB-WC Gen Oper Webb County General Operating
- Item
- Description
- Amount
- GL Account



Invoice Batch



Batch Icons

